# SECRETARY’S CERTIFICATE

**(Authority for Enterprise’s Representative)**

I, (name of Corporate Secretary), of legal age, Filipino, being the duly elected and qualified Corporate Secretary of (name of applicant enterprise), a corporation duly organized and existing under the laws of the Philippines, with office address at (office address of applicant enterprise), under oath, do hereby certify that at the special meeting of the Board of Directors of the Corporation held on (date of special meeting), the following resolution was unanimously adopted:

RESOLVED, that (name of officer of enterprise), (position of officer), be as it is hereby, authorized to transact, execute and sign all documents in behalf of the Corporation pertaining to its application for registration with the Bangsamoro Board of Investments (BBOI) for purposes of availing the applicable incentives under the Corporate Recovery

and Tax Incentives for Enterprise Act or “CREATE” (R.A. No. 11534) for the (proposed project/activity) as Registered Activity (New) Project, under Tier I of the 2022 Strategic Investment Priority Plan (SIPP) of RA 11534.

RESOLVED, that the corporation certifies that no such action or proceeding against the project and the investment is pending in the Supreme Court, the Court of Appeals or any other tribunal or government agency; and that no action or proceeding involving the project and the investment was commenced by the corporation, or any of its officers in the Supreme Court, the Court of Appeals or any other tribunal or government agency; and that should a similar action or proceeding has been filed, pending or is decided by these courts or tribunal or agency, the corporation or any of its officers shall undertake to report the fact to the BOI within five (5) days therefrom.

**IN WITNESS WHEREOF,** I have hereunto affixed my signature this day of

20 at .

# Corporate Secretary

**Subscribed and Sworn** to before me this at , affiant

exhibited to me his CTC No.

.

**Notary Public** Doc. No. Page No. Book No. Series of

issued on at

# SEC/DTI CERTIFICATE OF REGISTRATION, LATEST AMENDED ARTICLES OF INCORPORATION, BY-LAWS, & LATEST GIS

**CONGLOMERATE STRUCTURE**

N/A

# ENDORSEMENT /CERTIFICATION/OTHER DOCUMENTS REQUIRED UNDER THE 2022 SIPP GUIDELINES

N/A

**PROOF OF LOAN**

**FINANCIAL PROJECTIONS (Excel File)**

**PERSPECTIVE VIEW AND PICTURE OF PRODUCT/S**

**PROCESS FLOWCHART**

**BUSINESS MODEL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Process | Resources | | Revenue Stream | Target Markets | Actual Period of Incentives Availment  (For those with existing similar registered  project with any IPAs) |
| **With Existing Similar Registered Project/s, if any:** | | | | | |
| Indicate the following details:   * Registered Activity * Registration No. * Date Registered * Actual Start of Commercial Operation * Project Location |  | |  |  |  |
|  |  | |  |  |  |
| **Proposed Project for BOI registration:** | | | | | |
| Indicate name of project (e.g., manufacturing/production of)  Provide brief description of each process indicating the equipment to be used per process. | * The land where the manufacturing facility will be constructed is owned by   . (If leased, provided notarized Contract of Lease);   * The manufacturing facility/building is owned by   .   * The machinery and equipment are owned by   . (**Note: should be brand new**)   * The labor will be sourced from and will be directly hired by   .   * The whole manufacturing process will be undertaken by . * The final product will be packed in (indicate type of packaging material and weight per pack) | | Specify source of revenue | The final product i.e., is geared for the local/export markets namely:   1. Market #1 2. Market #2 3. Market #3 and so on   If for export, provide Letter of Intent to Buy from export buyer as proof of assured market. |  |
|  | Project Cost: P-------- |  |  |  |
| Projected Start of Commercial Operation: | Financing:   * Equity - % * Bank Loan - % * Suppliers’ Credit - % |  |  |

**COPY OF CONTRACT/CONCESSION AGREEMENT/ JV AGREEMENT**

(If applicable)

**Annex M**

**(Company Letterhead)**

**INTEGRITY PLEDGE**

(FOR APPLICANTS)

We believe that the Government is committed to encourage investments in desirable areas and activities.

We recognize that the national executive government, in particular, the Bangsamoro Board of Investments (BBOI) is taking initiatives to accelerate the sound development of the national economy in consonance with the principles and objectives of economic nationalism and declared investment policies of the State.

We realize that such initiatives cannot be successful without our full cooperation and commitment.

As professionals, business owners, and investors, we are fully aware of our responsibilities to our stakeholders, consumers, and to society to conduct our business with the highest degree of professionalism and ethical standards, promote industry development, and encourage fair business competition.

In view of the following, we pledge the following:

* We will accept full accountability and responsibility as to the information, data, and records submitted pursuant to our application for registration of (Name of Project).
* We will not engage in bribery in cash or in any other form and we will not offer or yield any demand or request for payoff money in consideration of our application.

Very truly yours,

Name & Signature of Applicant

Chief Executive Officer/Managing Owner/BOI Authorized Rep

**NAME OF ENTERPRISE**

Date Signed

REPUBLIC OF THE PHILIPPINES CITY OF

SUBSCRIBED and SWORN TO before me this day of , 20

at , affiant exhibiting to me his/her Residence Certificate No. issued on

, 20 .

Notary Public

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